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**Date:** February 11, 2010

**To:** Local Educational Agency (LEA) Administrators

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Deputy Assistant Superintendent for Elementary and Secondary Education

**Subj:** Notification of Elementary and Secondary Federal Subgrantee Monitoring Process

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The Office of the State Superintendent of Education (OSSE) is responsible for monitoring grant recipients to ensure compliance with local and federal laws and regulations. Similarly, the *Elementary and Secondary Education Act* (ESEA), as amended, requires that states carry out monitoring to ensure proper administration of federal funds. In accordance with these provisions, OSSE has redesigned its monitoring protocol.

To improve federal program management and administration, the Division of Elementary and Secondary Education will monitor each subgrantee at least once every two years. During each onsite monitoring visit, all federal programs administered under OSSE's Elementary and Secondary Education Division will be reviewed. If more periodic monitoring is required for specific grant programs, each subgrantee will be notified by the OSSE grant manager of the specific guidelines associated with that grant.

A copy of the monitoring calendar for the 2009-10 school year (SY), as well as additional information regarding the monitoring process, will be made available to subgrantees on the OSSE website under "Federal Grants Management Information."

Beginning with SY 2009 – 10, the Elementary and Secondary Education Division is implementing a new four-tiered monitoring system of LEAs and subgrantees. At this time, the monitoring process will consist of:

- **Review of Reimbursement Requests:** OSSE will require LEAs and other subgrantees to submit reimbursement requests in accordance with the scheduled submissions delineated within the LEA application, or as requested by the program manager. As part of OSSE's review of expenditure allowability, OSSE will review a sample of supporting documentation that sub-grantees will be required to submit with expenditure requests.
- **Desktop Monitoring:** Desktop monitoring is a tiered monitoring approach that could be as specific as a request for documentation supporting a single reimbursement request or as expansive as a request for a series of quarterly reports. During desktop monitoring, OSSE performs an extensive review of documents submitted by subgrantees.
- **Onsite Monitoring:** A review panel comprised of content area experts spends approximately two to five days onsite to conduct a comprehensive review of the program(s) to evaluate all phases of program administration and operations using a comprehensive evaluation rubric.

- **Audit Reviews:** OSSE requires that all subgrantees submit a copy of their annual financial statement audit or A-133 audit, whichever is applicable. Subgrantees are also required to submit associated corrective action plans to address audit findings, if required.

### **Notification of Monitoring**

LEAs or subgrantees selected for monitoring will be notified approximately four (4) weeks prior to a scheduled monitoring visit, at which time subgrantees will receive an official request for pre-site monitoring documents. **Two weeks prior to the onsite visit the subgrantee is required to submit the pre-site documents identified on the *Pre-site Monitoring Documents Checklist*.** The pre-site monitoring documents should be submitted to [OSSE.ELSECMonitoring@dc.gov](mailto:OSSE.ELSECMonitoring@dc.gov).

The Division of Elementary and Secondary Education will also provide LEAs with copies of the monitoring indicators and any other guidance documents to assist LEAs in preparing for the review. LEAs are should use these indicators to prepare for the monitoring visit as follows:

- Prepare binders with tabs for each specific indicator;
- Behind each tab include supporting documentation that will demonstrate compliance with the respective requirements; and
- OSSE monitoring staff will review these binders while onsite.

Thank you for your continued cooperation as OSSE makes every effort to ensure that all LEAs are in compliance with our state and federal requirements. If you have any questions, please contact Donna Sabis-Burns at 202-654-6127 ([donna.sabis-burns@dc.gov](mailto:donna.sabis-burns@dc.gov)) or Darienne Feres-Merchant at 202-654-6112 ([darienne.feres-merchant@dc.gov](mailto:darienne.feres-merchant@dc.gov)).